

Online Provider Portal help guide

How to complete your termly Sufficiency data

About this guide

This is a step-by-step guide for how to complete Sufficiency data using the Online Provider Portal

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Before you start

Have these things ready

- Total number of spaces offered per age group per session
- Total number of vacancies per age group per session
- Total children on the waiting list per age group
- Cost per hour to attend per age group

Things to know

- Term Time only providers only need to submit data for Term Time
- Holiday Scheme providers need only submit data for School Holidays
- All-year round providers need to submit data for both Term Time and School Holidays
- Holiday Playschemes are asked to base their termly submission on their busiest period in that term (e.g. if in the Spring term, the Easter holidays are busier than the half-term, the information you submit should be based on the Easter holidays, and vice versa).
- You do not need to submit School Holidays Sufficiency data at the same time as the Term Time data. You can wait until half-term, or update again if the vacancy figures in your setting change.

If you require assistance signing in to the portal

- Find help [online](#)

An explanation on copying sufficiency data from previous terms

When first entering the Sufficiency form for a term, you will notice the form is entirely blank, with no fields available for you to enter. To populate this, you will need to copy data from a prior term in order to have fields to complete by copying the data from a previous term. The Sufficiency form has a “Copy” button which allows you to clone a previous submission to the current term.

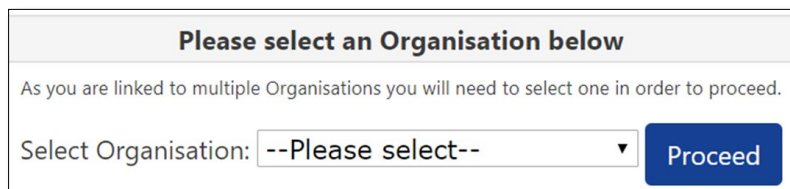
The Sufficiency form is split into two: one part for Term Time, and one for School Holidays. You will need to submit at least one, and may need to submit both.

- If this is the first term your setting has been registered for, you will find the fields are available without the need to carry over data. In subsequent terms, you will need to copy the data from a prior term.
 - If you have completed the Sufficiency form before, we suggest copying the data from the most recent term you completed.
 - If you have never completed the Sufficiency form before, and your setting was registered before 31 December 2020, you will need to copy the data from Autumn 2020.
 - If you have never completed the Sufficiency form before, and your setting was registered after 1 January 2021, you will need to copy the data from the term in which your setting was registered.
 - If you are a Term Time only setting, you will need to copy from a previous Term Time submission to the current Term Time form
 - If your setting is a Holiday Playscheme, you will need to copy from a previous School Holidays submission to the current School Holidays submission
 - If your setting is open all year round, we recommend copying from a previous Term Time submission to the current Term Time form. Once you have updated this, you can then copy the current Term Time form to the School Holidays, and make amendments as appropriate.
- If you are having trouble locating a term form with age group data available, click each term in date order (newest first) working backwards until you find one. If you are unable to locate one, please email family.info.service@westsussex.gov.uk

How to complete your sufficiency data

1. [Sign in](#) to the portal

If your account has access to more than one provider, choose the appropriate one from the list at the top of the screen (either day nursery, pre-school or childminder) then press the **Proceed** button

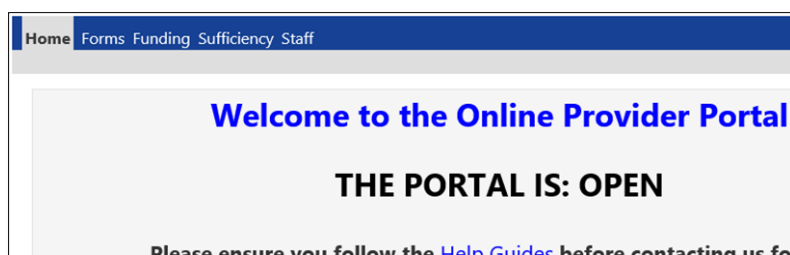


The screenshot shows a form titled "Please select an Organisation below". Below the title, it says "As you are linked to multiple Organisations you will need to select one in order to proceed." There is a dropdown menu labeled "Select Organisation:" with the text "--Please select--" and a blue "Proceed" button to its right.

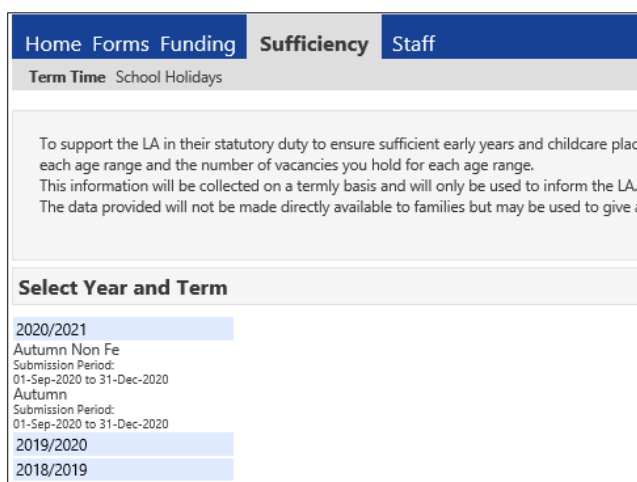
2. Choose **Sufficiency** in the top menu

If this is your first time entering Sufficiency data and you are completing this within the term your setting became Ofsted registered, go to step 5.

If you have entered Sufficiency data for the term prior for this setting, you must copy data from the prior term to the current term. Go to step 13 for information on how to copy a previous term's data, then return here to continue.



3. You should initially be entering Sufficiency data for **Term Time** (unless you are a Holiday Playscheme, in which case click **School Holidays**). If you are an all-year round setting, you will also need to submit data for School Holidays as well as Term Time. Click the current academic year to expand it. Then click the current term. (Do not use the "Non FE" option if available).



The screenshot shows the "Sufficiency" page with a blue header containing "Home Forms Funding Sufficiency Staff". Below the header, there are tabs for "Term Time" and "School Holidays". The main content area contains a paragraph of text explaining the purpose of the data collection. Below this, there is a section titled "Select Year and Term" with a list of years: 2020/2021, 2019/2020, and 2018/2019. The 2020/2021 year is expanded to show "Autumn Non Fe" and "Autumn" options, each with a "Submission Period: 01-Sep-2020 to 31-Dec-2020".

4. Note: You can access the list of terms again by clicking the arrow indicated

Home Forms Courses Funding **Sufficiency** Staff

Term Time School Holidays

To support the LA in their statutory duty to ensure sufficient early years and childcare places, please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range.
This information will be collected on a termly basis and will only be used to inform the LA.
The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

School Holidays Sufficiency for 2020/2021 - Autumn

[Edit](#) [Copy](#)

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Cost		
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		Type	Value	
2	Offered	20	20	20	20	20	20	20	20	20	20	0	0	0	0	0	2		£5.30
	Vacancies	4	6	3	3	1	7	3	6	2	5	0	0	0	0				
3-4	Offered	23	23	23	23	23	23	23	23	23	23	23	23	23	23	3	3-4		£4.90
	Vacancies	2	4	3	6	3	2	6	4	1	0	4	3	1	5				

5. Click **Edit**

Term Time Sufficiency for 2020/2021 - Autumn

[Edit](#) [Copy](#)

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Cost	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		Type	Value
0.1	Offered															0		
	Vacancies																	
2	Offered															0		
	Vacancies																	

6. Enter or amend the data in the **Offered** and **Available** fields for each day.

For **Offered** - Please provide the **maximum** number of places you can offer for each morning and afternoon session. Split this across the age groups as you see fit. You are able to stipulate a different number of places available for different sessions, for example where you **consistently** offer less places on a particular day due to staffing or demand. For any sessions you are not open, please insert zero.

For **Available (Vacancies)** - Please provide the maximum number of vacancies you have available for the age ranges you cater for on each day. We understand that providers may have more than two sessions available across the day however, for the purpose of this form, please base your submission on the busiest part of your morning or afternoon session.

- Morning Sessions: Insert the number of vacancies available on each day of the week for your morning sessions. Split this total across the age ranges as you see fit
- Afternoon Sessions: Insert the number of vacancies available on each day of the week for your afternoon sessions. Split this total across the age ranges as you see fit
- If you don't offer any spaces on a particular session, please input zero (0). For example, if you are not open on Tuesday afternoon, the 'Tue PM' field should say 0
- The number of vacancies must not exceed the number of places offered for each session.

Example:

		Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Age Group	Places	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
2	Offered	20	20	20	20	20	20	20	20	20	20	0	0	0	0
	Vacancies	4	6	3	3	1	7	3	6	2	5	0	0	0	0
3-4	Offered	23	23	23	23	23	23	23	23	23	23	23	23	23	23
	Vacancies	2	4	3	6	3	2	6	4	1	0	4	3	1	5

Age groups on your form have been allocated based on provider type. If these need changing [email us](#). Options include the following

- 0-1 | 2 | 3-4 | 5-7 | 8-10 | 11-14 | 15-18

7. Now enter data into the **Wait List** and **Cost** fields:

For **Wait List** - Confirm how many children from each age group are on a waitlist for an immediate start. Enter "0" if not applicable.

For **Cost Type** - Add the applicable age group (this should be the same as the leftmost column).

For **Cost Value** - Add the cost per hour for this age group. Do not add a "£". For FE age eligible children, please still specify a non-FE hourly cost.

Example:

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Cost		
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		Type	Value	
2	Offered	20	20	20	20	20	20	20	20	20	20	0	0	0	0	0	2	▼	5.3
	Vacancies	4	6	3	3	1	7	3	6	2	5	0	0	0	0				
3-4	Offered	23	23	23	23	23	23	23	23	23	23	23	23	23	23	3	3-4	▼	4.9
	Vacancies	2	4	3	6	3	2	6	4	1	0	4	3	1	5				

8. Once you are satisfied that all the required information has been entered correctly, click **Save**. Note that you can save and return and amend the form at a later time, up until the end of the term. You can also save progress if the form is incomplete, and return at a later time.

Save		Cancel																
Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Cost	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		Type	Value
2	Offered	20	20	20	20	20	20	20	20	20	20	0	0	0	0	2	▼	5.3
	Vacancies	4	6	3	3	1	7	3	6	2	5	0	0	0	0			
3-4	Offered	23	23	23	23	23	23	23	23	23	23	23	23	23	3	3-4	▼	4.9
	Vacancies	2	4	3	6	3	2	6	4	1	0	4	3	1	5			

9. A green banner will appear to confirm you have saved. If a red error banner appears, you will need to address the issue it raises (e.g. vacancies being higher than available places)

Home Forms Courses Funding **Sufficiency** Staff

Term Time School Holidays

Saved Term Time 2020/2021 - Autumn

To support the LA in their statutory duty to ensure sufficient early years and childcare places, please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range.
This information will be collected on a termly basis and will only be used to inform the LA.
The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

Term Time Sufficiency for 2020/2021 - Autumn

Edit Copy

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Cost	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		Type	Value
2	Offered	19	20	20	20	20	20	20	20	20	20	0	0	0	0	2	▼	£5.30
	Vacancies	4	6	3	3	1	7	3	6	2	5	0	0	0	0			
3-4	Offered	23	23	23	23	23	23	23	23	23	23	23	23	23	3	3-4	▼	£4.90
	Vacancies	2	4	3	6	3	2	6	4	1	0	4	3	1	5			

10. You have now completed your Sufficiency data, and if your setting is open all year round, will now need to complete one for School Holidays
- If this is your first time completing the form, click **Copy** and go to the next step.
 - If this is not your first time completing the form, you can choose to either:
 - copy this term's Term Time data - click **Copy** and go to step 11; or
 - copy a prior term's School Holidays data - follow steps 13 and 14 to copy the data, then step 12 to edit the data

Term Time Sufficiency for 2020/2021 - Autumn																			
		Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait	Cost		
Age Group	Places	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	List	Type	Value	
2	Offered	20	20	20	20	20	20	20	20	20	20	0	0	0	0	0	2	▼	£5.30
	Vacancies	4	6	3	3	1	7	3	6	2	5	0	0	0	0				
3-4	Offered	23	23	23	23	23	23	23	23	23	23	23	23	23	23	3	3-4	▼	£4.90
	Vacancies	2	4	3	6	3	2	6	4	1	0	4	3	1	5				

11. A pop-up window will appear. This will allow you to copy your Term Time sufficiency data to the School Holidays. Ensure the tick is next to **School Holidays** and the **Year/Term** matches the one you have just completed, then click **Submit**.

Copy all the Sufficiency entries from Term Time 2020/2021 - Autumn to:

Note: for the selected Availability and Year/Term, this will overwrite entries for existing Age Groups and insert entries for missing Age Groups.

Availability * Term Time School Holidays

Year/Term * 2020/2021 - Autumn ▼

Submit
Cancel

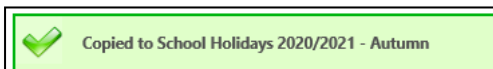
You may receive another pop-up similar to below. If so, click **OK**.

Message from webpage ✕

? Are you sure you want submit these selections?

OK
Cancel

You should then see the green banner below:



12. Click **School Holidays** for the current term. You can access the list of available terms by clicking the right arrow indicated by a green square in the screenshot below.

To support the LA in their statutory duty to ensure sufficient early years and childcare places, please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range. This information will be collected on a termly basis and will only be used to inform the LA. The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

School Holidays Sufficiency for 2020/2021 - Autumn

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Cost		
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		Type	Value	
2	Offered	20	20	20	20	20	20	20	20	20	20	0	0	0	0	0	2		£5.30
	Vacancies	4	6	3	3	1	7	3	6	2	5	0	0	0	0				
3-4	Offered	23	23	23	23	23	23	23	23	23	23	23	23	23	23	3	3-4	£4.90	
	Vacancies	2	4	3	6	3	2	6	4	1	0	4	3	1	5				

If you are open during School Holidays, check the data (which will initially match the Sufficiency data you copied from “Term Time” or a prior term) Make any applicable amendments, and click “Save” once complete.

Note: You do not need to submit School Holidays Sufficiency data at the same time as the Term Time data. You can wait until half-term, or update again if the vacancy figures in your setting change.

Process ends here

Copying data from prior term

13. Unless this the first time you are entering Sufficiency data and you are doing so within the term your setting became Ofsted registered, you must copy the data from a prior term to the current, and then amend it.

Click each term in date order, newest first, until you find a term which is not blank. Ignore any terms with “Non FE” in the title.

The screenshot shows a web interface with a navigation bar containing 'Home', 'Forms', 'Funding', 'Sufficiency', and 'Staff'. Below the navigation bar, there is a section titled 'Term Time School Holidays' with a paragraph of text explaining the purpose of the data collection. Below this, there is a section titled 'Select Year and Term' with a list of years and terms: 2020/2021 Autumn Non Fe, 2020/2021 Autumn, 2019/2020, 2018/2019, 2017/2018, and 2016/2017.

Click each term in date order, newest first, until you find a term which is not blank. Ignore any terms with “Non FE” in the title.

On the prior term’s Term Time Sufficiency record, click **Copy**.

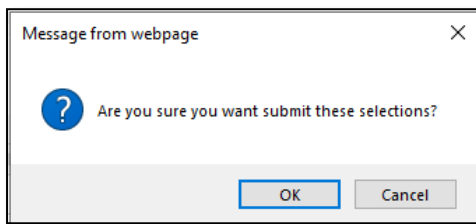
The screenshot shows a table titled 'Term Time Sufficiency for 2020/2021 - Autumn'. Above the table are 'Edit' and 'Copy' buttons. The table has columns for Age Group, Places, and days of the week (Mon-Sun) with AM and PM sub-columns, plus Wait, List, Type, and Cost. The data is as follows:

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait	List	Type	Value
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM				
2	Offered	20	20	20	20	20	20	20	20	20	20	0	0	0	0	0	2		£5.30
	Vacancies	4	6	3	3	1	7	3	6	2	5	0	0	0	0	0			
3-4	Offered	23	23	23	23	23	23	23	23	23	23	23	23	23	23	3	3-4		£4.90
	Vacancies	2	4	3	6	3	2	6	4	1	0	4	3	1	5				

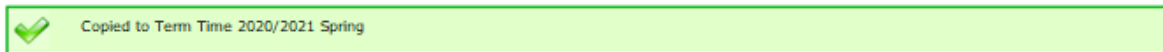
In the pop-up window, set the “Availability” tick to either “Term Time” or “School Holidays as required, and select the current term in the “Year/Term” dropdown, then click **Submit**.

The screenshot shows a pop-up window titled 'Copy all the Sufficiency entries from Term Time 2020/2021 - Autumn to:'. It contains a note: 'Note: for the selected Availability and Year/Term, this will overwrite entries for existing Age Groups and insert entries for missing Age Groups.' Below the note, there are two radio buttons for 'Availability *': 'Term Time' (selected) and 'School Holidays'. Below that is a dropdown menu for 'Year/Term *' with '2020/2021 - Spring' selected. At the bottom are 'Submit' and 'Cancel' buttons.

You may receive another pop-up similar to below. If so, click **OK**.



A green banner confirms “Copied to Term Time <current term>”



You must also repeat steps 1-3 for both Term Time and School Holidays (e.g. copy 2020/2021 Autumn to 2020/2021 Spring) if you are an all-year round provider. Once done, return to step 6 of Section 1 for instructions on how to modify the data for the current term (which you have just copied from the prior term).

END